

United States Bankruptcy Court Central District of California



TRANSCRIBER INFORMATION & PROCEDURES:

Including CM/ECF Transcript Filing & Upload

(rev. November 25, 2013)

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1. ELECTRONIC AVAILABILITY OF TRANSCRIPTS

In September 2007, the Judicial Conference adopted a plan that incorporates transcripts of court proceedings in the electronic case file system, while recognizing the court reporters' statutory authority to sell copies of transcripts. CM/ECF release 3.3.1 incorporates this policy. Under this policy a transcript may be viewed (but not printed) in CM/ECF at the court's public terminal for 90 days after the filing of the transcript.

In order to meet the strict deadlines associated with the restriction of the transcripts, it is necessary to require that the transcribers file the Transcripts electronically using the CM/ECF System.

2. PACER ACCESS FOR TRANSCRIBERS

The PACER account is needed to **VIEW** documents only. It will allow you to **access the document once - without being charged PACER fees**. When the document is opened for the first time, it should be either **Printed** or **Saved** to a local computer for future reference. Accessing the same document twice may incur PACER fees.

3. CASE NUMBERS

In the Central District of California, the complete case number(s) must be noted on the title page of a transcript. There are two types of case numbers:

- Bankruptcy Case (or "Main Case") number.
- Adversary Proceeding (or "Adversary Case") number.

For a transcript on an adversary proceeding, both the main case number and adversary proceeding case number should be noted on the title page. Below are examples of complete case numbers.

Breakdown of a Complete Case Number				
▪ Bankruptcy Case: 6:11-bk-21212-WJ				
▪ Adversary Proceeding: 6:11-ap-01830-WJ				
Division Code	Year Case was Opened	Case Type	Case Number	Judge
6	11	BK	21212	WJ
6	11	AP	01830	WJ

4. DIVISION CODES

Courthouse locations are referred to as “Divisions” or “Divisional Offices.” Each division uses the same series of case numbers. Therefore, CM/ECF places a division code at the beginning of every case number. You should become familiar with the division code numbers as this will aid in locating the appropriate case when filing a transcript in CM/ECF.

USBC - Central District of California		
Division Code	Division	Courthouse Location
1	San Fernando Valley	Woodland Hills
2	Los Angeles	Los Angeles
6	Riverside	Riverside
8	Santa Ana	Santa Ana
9	Northern	Santa Barbara

5. JUDGE INITIALS

Each judge has a two-character code (usually the judge’s initials). When a case number is assigned to a judge, that judge’s code is the last two characters of a case number. Below are the current judge codes as of this writing. For the most current information regarding case numbers and judge codes, go to the Court’s website <http://www.cacb.uscourts.gov/rules-procedures>, Court Manual, Section 1.5, “Case and Adversary Numbers”

Judge	Code	Judge	Code
Alan M. Ahart	AA	Sandra R. Klein	SK
Theodor C. Albert	TA	Robert Kwan	RK
Neil W. Bason	NB	Geraldine Mund	GM
Catherine E. Bauer	CB	Richard M. Neiter	RN
Sheri Bluebond	BB	Robin L. Riblet	RR
Julia W. Brand	WB	Ernest M. Robles	ER
Peter H. Carroll	PC	Barry Russell	BR
Scott C. Clarkson	SC	Deborah J. Saltzman	DS
Mark M. Houle	MH	Erithe A. Smith	ES
Thomas B. Donovan	TD	Kathleen Thompson	KT
Wayne E. Johnson	WJ	Maureen A. Tighe	MT
Meredith A. Jury	MJ	Mark S. Wallace	MW
Victoria S. Kaufman	VK	Vincent P. Zurzolo	VZ

6. TRANSCRIPT FORMATTING STANDARDS

- Review the Court's **Request for Proposal and Scope of Work, Transcription Service Providers Project** dated March 4, 2013
- See the **Guide to Judiciary Policy, Volume 6: Court Reporting, Chapter 5: Transcripts** at http://www.uscourts.gov/uscourts/FederalCourts/Publications/Guide_Vol06.pdf

6.1. Title page

- **Bankruptcy Case (aka Main Case):** See example "[Mock Transcript bk](#)" at www.cacb.uscourts.gov > CM/ECF Training and Registration > CM/ECF Online Training Modules.
- **Adversary Proceeding:** Must be double-captioned and include the main bankruptcy case number as well as the adversary proceeding number per the [Court Manual, section 2.5\(c\) Caption and Format of Title Page](#) at www.cacb.uscourts.gov > Rules & Procedures > Court Manual. See example "[Mock Transcript ap](#)" at www.cacb.uscourts.gov > CM/ECF Training and Registration > CM/ECF Online Training Modules.

7. OVERVIEW OF TRANSCRIPT ORDERING PROCESS

Effective November 25, 2013, there are new docket events related to the Transcript Order Form that are designed to allow anyone with PACER access to track the status of a transcript order:

- **Transcript Order Form**
- **Transcript Record Transmittal**

With these new events putting more information regarding the ordering of a transcript onto the docket, ECF filers should be able to identify which hearing is being transcribed and know who to contact for a copy.

7.1. Transcript Order Form

The transcript-ordering party with an ECF account must file the Transcript Order Form in CM/ECF on the related case docket using the event code, "**Transcript Order Form (Public Request)**." Self-represented litigants and parties without an ECF account may hand-deliver or mail the form to the division where the hearing was held. The Clerk's Office will file a transcript order form on behalf of a self-represented litigant and the occasional party who does not have an ECF account. The Clerk's Office will also file a transcript order form for a judge.

NOTE: Transcriber cannot file a Transcript Order Form on behalf of a client. The Court does not take transcript orders via fax, email or telephone.

7.2. Transcript Record Transmittal

Clerks must prepare the records necessary for the transcriber to create the transcript. Upon transmitting the order form, audio, log notes, and other related materials to the transcriber—typically via the Court's new File Download Site (FDS)—the clerk will then docket the **Transcript Record Transmittal** and relate it back to the transcript order form. **Transcript Record Transmittal** puts information onto the case docket for the public, the transcriber, and staff, such as the transcript order number, the hearing date being transcribed, and the name and phone number of the transcription company that now has the Court's materials. Parties can now see when to contact a transcriber for status updates.

7.3. Transcript

Upon completing a transcript, the transcriber shall file and upload it to CM/ECF. The transcript PDF is restricted to Court staff and public computer terminal viewing for 90 days (see *Deadlines for Monitoring Filed Transcripts*).

	Filing Date	#	Docket Text
Transcript Order Form filed on the docket →	10/17/2013	147 (1 pg)	Transcript Order Form, regarding Hearing Date 10/11/2013 Filed by Debtor David K Mancini (RE: related document(s) 92 Motion for Relief From Stay). (Attorneyfiler, Joe) (Entered: 10/17/2013)
Transcript Record Transmittal entered by Clerk's Office →	10/17/2013	148	Transcript Record Transmittal (Court transcript records have been uploaded to FDS). For Order Number: 13-GM-23. RE Hearing Date: 10/11/13, [TRANSCRIPTION SERVICE PROVIDER: TRANSCRIBERS R US , Telephone number 213-555-5555.] (RE: related document(s)147 Transcript Order Form) (Doejane, Jessica) (Entered: 10/18/2013)
Transcript filed by Transcriber →	10/21/2013	154 (1 pg)	Transcript regarding Hearing Held 10/11/13 RE: Motion for Relief From Stay. Remote electronic access to the transcript is restricted until 1/21/2014. The transcript may be viewed at the Bankruptcy Court Clerk's Office on a public terminal or purchased through the Transcription Service Provider before the transcript access restriction has ended. [TRANSCRIPTION SERVICE PROVIDER: TRANSCRIPTS R US, Telephone number 213-555-5555.] (RE: related document(s)147 Transcript Order Form) Notice of Intent to Request Redaction Deadline Due By 10/28/2013. Redaction Request Due By 11/12/2013. Redacted Transcript Submission Due By 11/21/2013. Transcript access will be restricted through 1/21/2014. (Transcriber, Jo) (Entered: 10/21/2013)

Tracking Transcript Status Example

8. TRANSCRIBER REGISTRATION AND TRAINING TO ACCESS CM/ECF

In order to file transcripts electronically for the United States Bankruptcy Court for the Central District of California, transcribers (i.e. limited access filers) must register and either provide proof of proficiency in ECF or complete an online training course.

To obtain a CM/ECF registration form, contact the ECF Help Desk. (See last page of this booklet for contact information.)

9. FILING TRANSCRIPTS ELECTRONICALLY

9.1. Signature Line

IMPORTANT! Before your document is converted into a PDF file, ensure that signature lines have an **/s/** followed by your typed name. The use of a registered ECF User's login and password to file a document electronically shall constitute the signature of the registered ECF User on the document being electronically filed.

9.2. Document Format

Before accessing the CM/ECF system, ensure that your document:

- Is converted to portable document format (PDF) for electronic filing.
- File size does not exceed 5 megabytes or 5MB. If the file size exceeds 5MB, break up the transcript into more than one PDF file before uploading (you may include up to 5 attachments).

The following docket events will be used by the transcribers when filing a transcript on both Bankruptcy Cases and Adversary Proceedings:


- **Transcript**
- **Redacted Transcript**

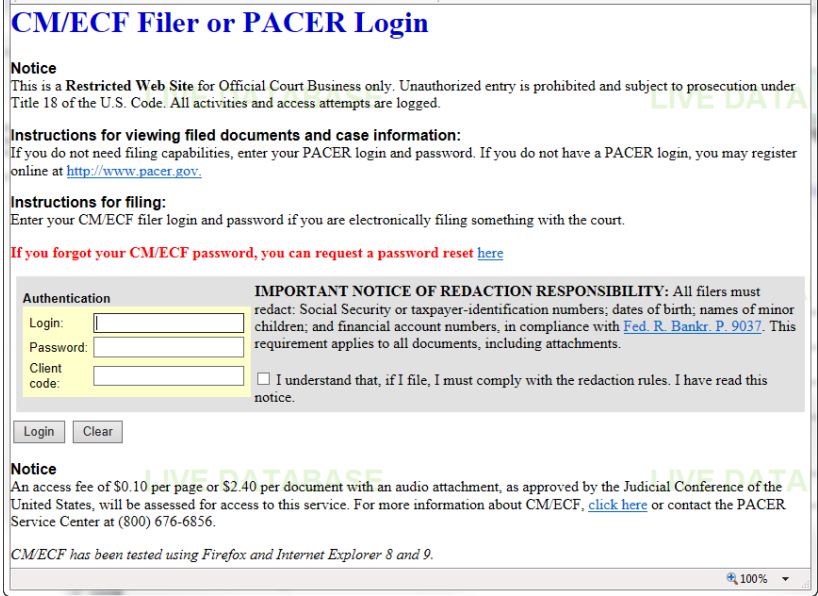


To access these docket events in CM/ECF, from the blue Main Menu bar select **Utilities** > **File a Transcript**.

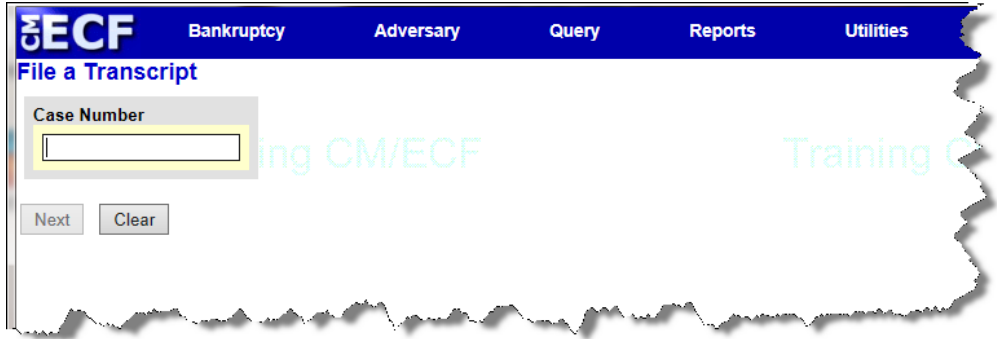



TIMEOUT WARNING! Complete entries within a period of 20 minutes. CM/ECF will time out your session after 20 minutes of being idle.

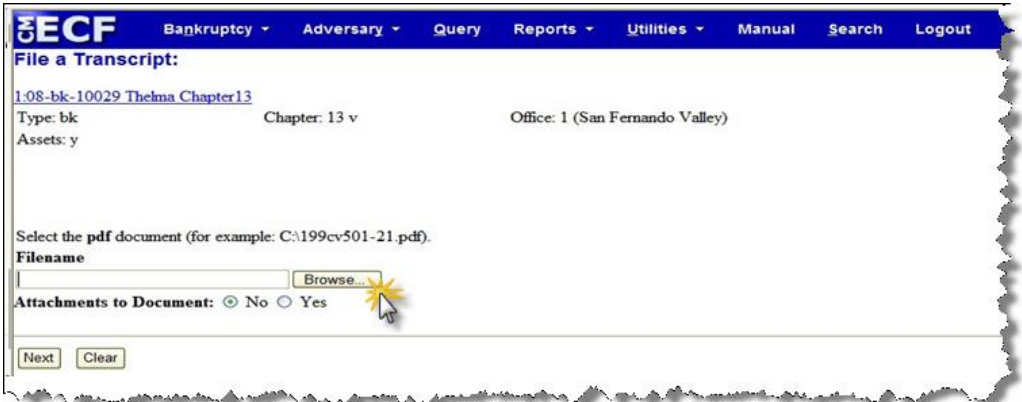
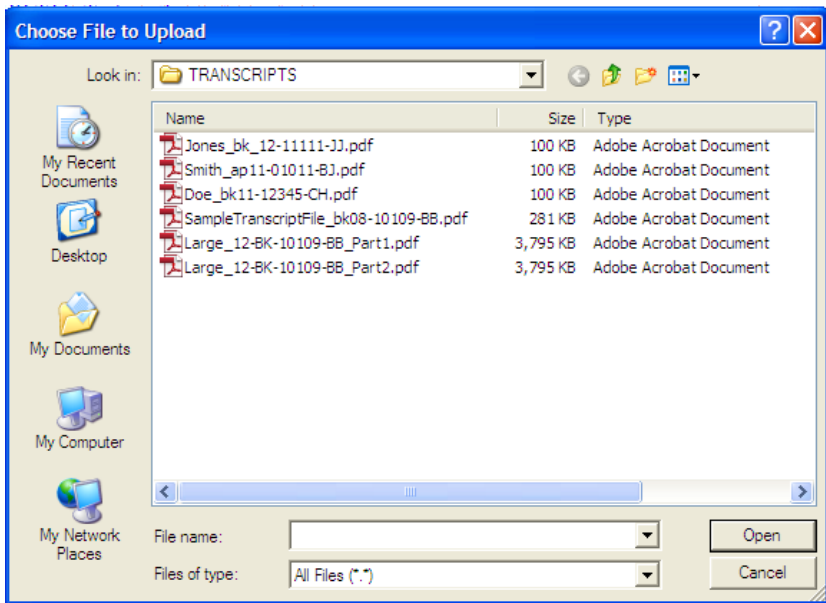
9.3. How to File a Transcript

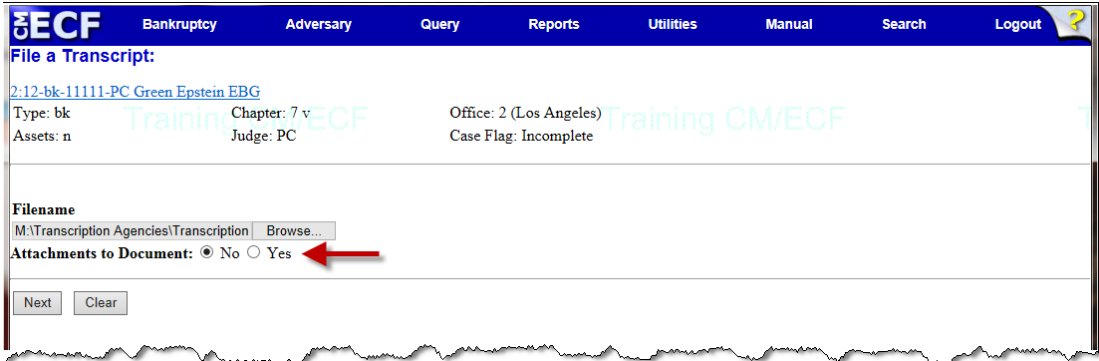
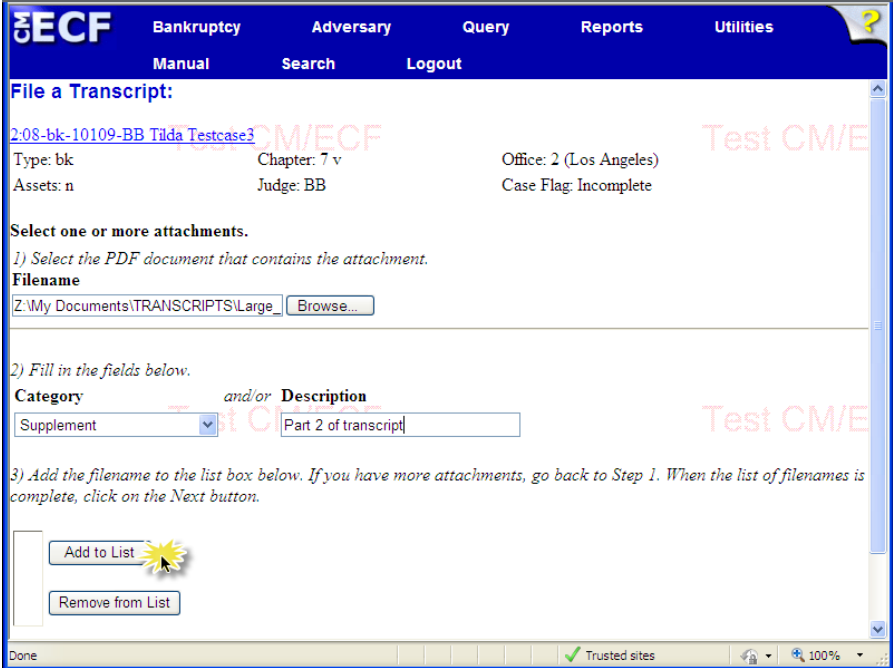
9.3.1. Bankruptcy Case Docket (aka Main Case Docket) Procedures

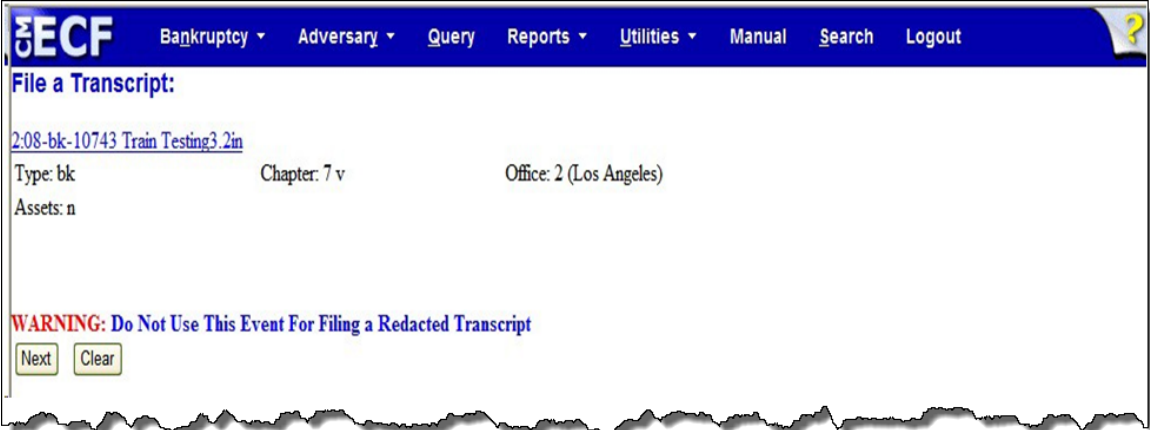

Step	Action – Bankruptcy Case Docket
1	<p data-bbox="293 436 1003 506">To access the URL address for LIVE environment: https://ecf.cacb.uscourts.gov.</p> <p data-bbox="293 537 974 606">To access the URL address for TRAIN environment: https://ecf-train.cacb.uscourts.gov</p> <div data-bbox="358 688 1352 1482"></div>


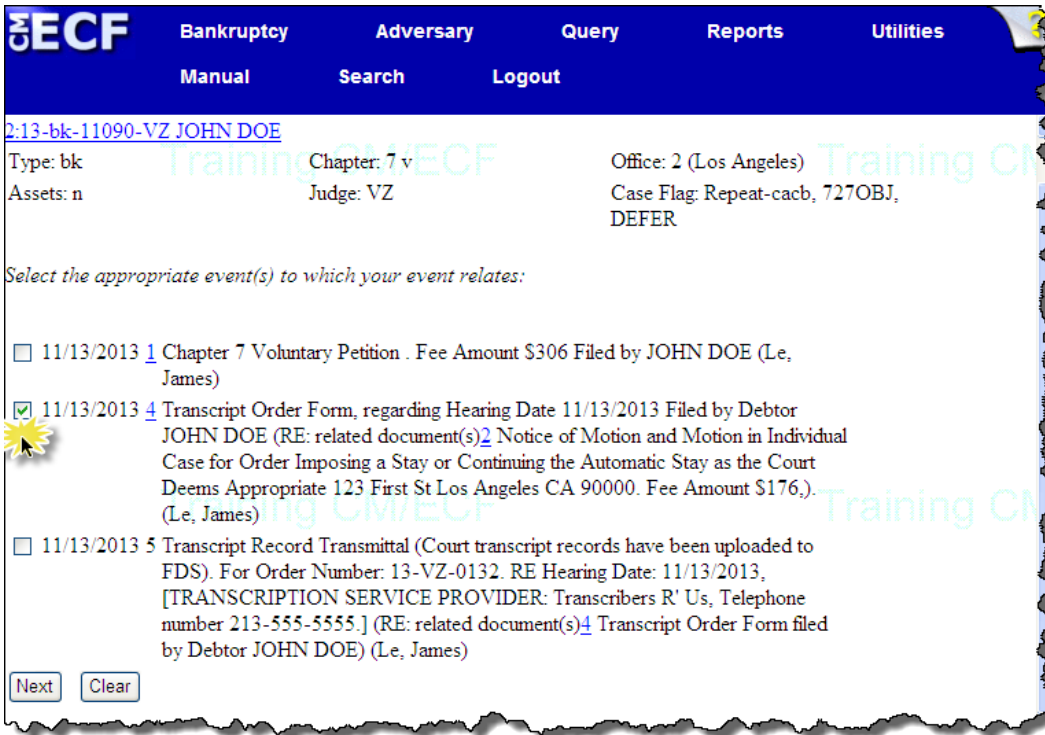
Step	Action – Bankruptcy Case Docket
2	<p>Login onto the LIVE CM/ECF system using the Court assigned LIVE login and password.</p> 
3	<p>Click Utilities.</p> 
4	<p>Click File a Transcript.</p> 

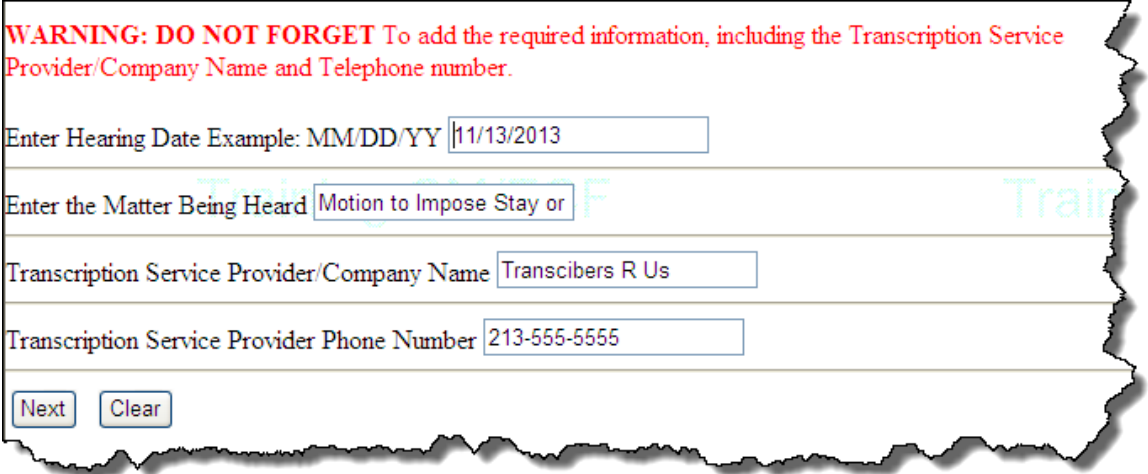
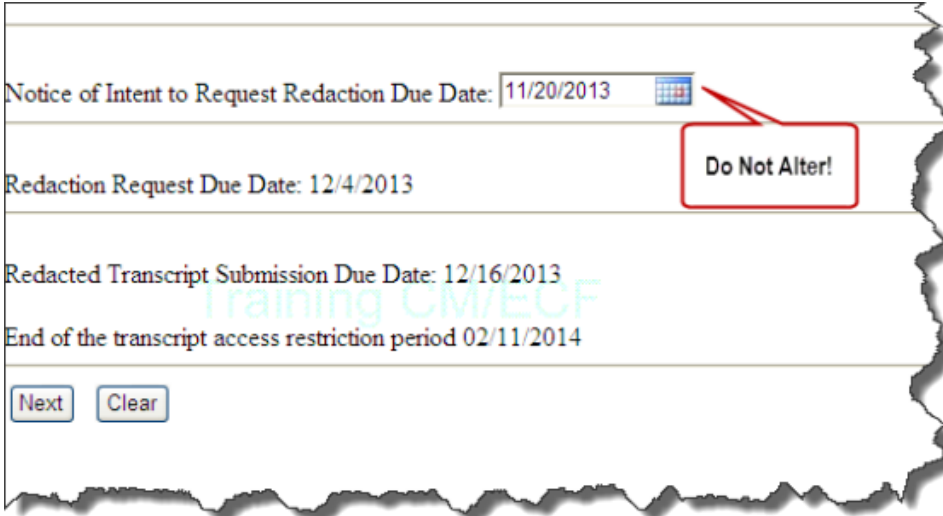
Step	Action – Bankruptcy Case Docket
5	<p>Enter the main bankruptcy case number.</p> 
6	<p>Each division uses the same series of case numbers. Therefore, if the system locates a particular case number in more than one divisional office, you will be provided a list of cases. Check for the correct case name and select the applicable case number.</p> 
NOTE	<p>Double check the case name and case number. Make sure you are filing the transcript onto the correct case docket.</p>
7	<p>Click Next.</p> 
8	<p>Under <i>Available Events</i>, select the Transcript event and click Next.</p> 


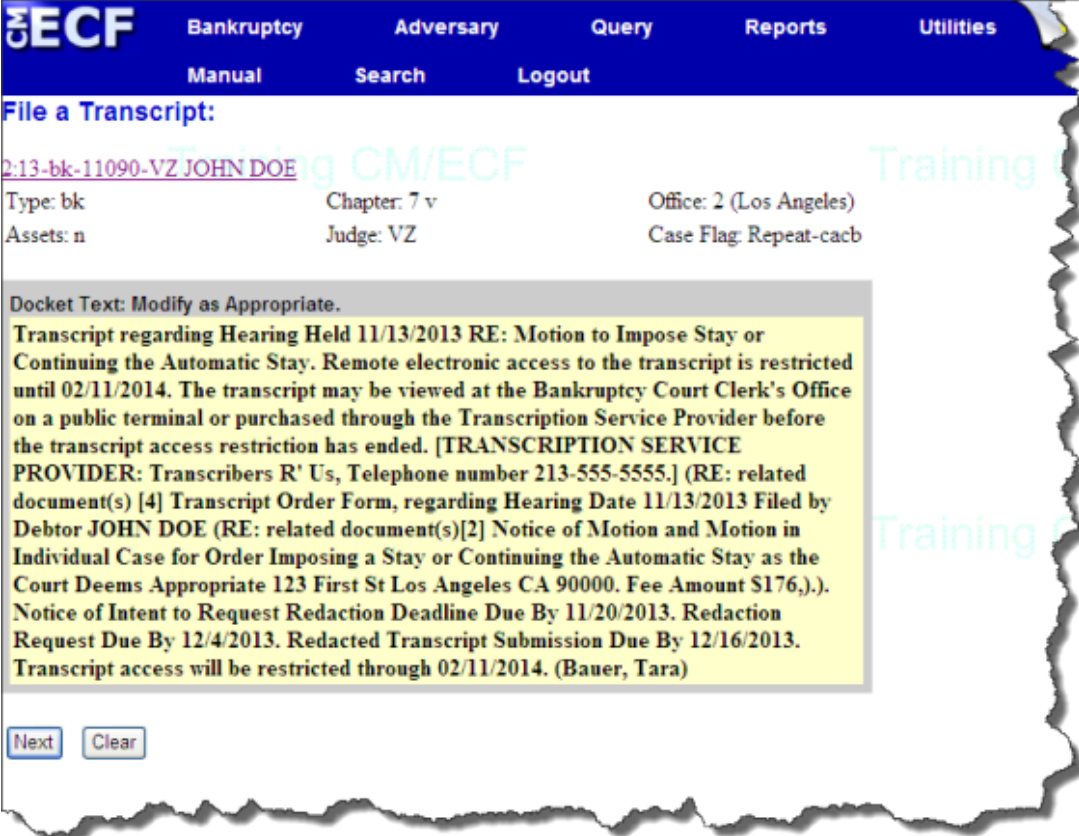

Step	Action – Bankruptcy Case Docket
9	<p>Click Browse to upload the PDF of the transcript.</p> 
10	<p>The system will automatically launch the Choose File to Upload dialog box. Navigate to your computer drive folder to choose the desired PDF file.</p> <ol style="list-style-type: none"> Check the file size. It cannot exceed 5MB (see NOTE below). Right-click on the document file name and click Open to preview it. This will ensure you are uploading the correct file. To upload the file, in the lower right corner of the Choose File to Upload dialog box, click Open. 
NOTE	<p>The maximum file size that can be uploaded is 5 megabytes or 5MB. If the PDF file exceeds 5MB, break up the transcript into more than one PDF file before continuing. You may upload up to 5 attachments.</p>


Step	Action – Bankruptcy Case Docket
11	<p>Once the file is loaded into the <i>Filename</i> box, either:</p> <p>a) If there is one PDF file (file size must not exceed 5MB):</p> <ol style="list-style-type: none"> 1) For <i>Attachments to Document</i>, accept the No default. 2) Click Next.  <p>OR</p>
11 (Cont.)	<p>b) If the transcript was broken up into multiple files (because one file would have exceeded 5MB):</p> <ol style="list-style-type: none"> 1) For <i>Attachments to Document</i>, select Yes. 2) Click Next. 3) Follow the prompts. 4) Click Add to List 5) When finished attaching files, click Next. 

Step	Action – Bankruptcy Case Docket
12	<p>Take this opportunity to review the document you are filing. Notice there is a warning message:</p> <p>“WARNING: Do Not Use This Event For Filing a Redacted Transcript” is displayed when using the Transcript event code.</p> <p>If the document you are filing is a Redacted Transcript - STOP! You are using the incorrect event code. From the blue Main Menu bar, click Utilities to start the process over and select the correct event code.</p> <p>Otherwise, click Next to continue.</p> 
13	<p>Check <i>Refer to existing event(s)</i> and click Next.</p> 

Step	Action – Bankruptcy Case Docket
14	<p>Select misc and click Next.</p>  <p>The screenshot shows the ECF system interface. At the top is a blue navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Manual, Search, and Logout. Below this is the 'File a Transcript' section for case '2:13-bk-11090-VZ JOHN DOE'. It displays case details: Type: bk, Assets: n, Chapter: 7 v, Judge: VZ, Office: 2 (Los Angeles), and Case Flag: Repeat-cacb, 727OBJ, DEFER. A dropdown menu is open, showing various event categories. The 'misc' option is highlighted with a yellow starburst. Below the dropdown are fields for 'Filed' and 'Documents' with 'to' indicators, and 'Next' and 'Clear' buttons.</p>
15	<p>Check the box next to the related Transcript Order Form and click Next.</p>  <p>The screenshot shows the ECF system interface with the same case details. Below the case information, it says 'Select the appropriate event(s) to which your event relates:'. There is a list of three events, each with a checkbox. The second event, '11/13/2013 4 Transcript Order Form, regarding Hearing Date 11/13/2013 Filed by Debtor JOHN DOE (RE: related document(s)2 Notice of Motion and Motion in Individual Case for Order Imposing a Stay or Continuing the Automatic Stay as the Court Deems Appropriate 123 First St Los Angeles CA 90000. Fee Amount \$176.) (Le, James)', has its checkbox checked with a yellow starburst. Below the list are 'Next' and 'Clear' buttons.</p>
NOTE	<p>If there is no related Transcript Order Form, click the back button to repeat step 13 and uncheck “Refer to existing event(s)” in order to bypass steps 14 and 15.</p>

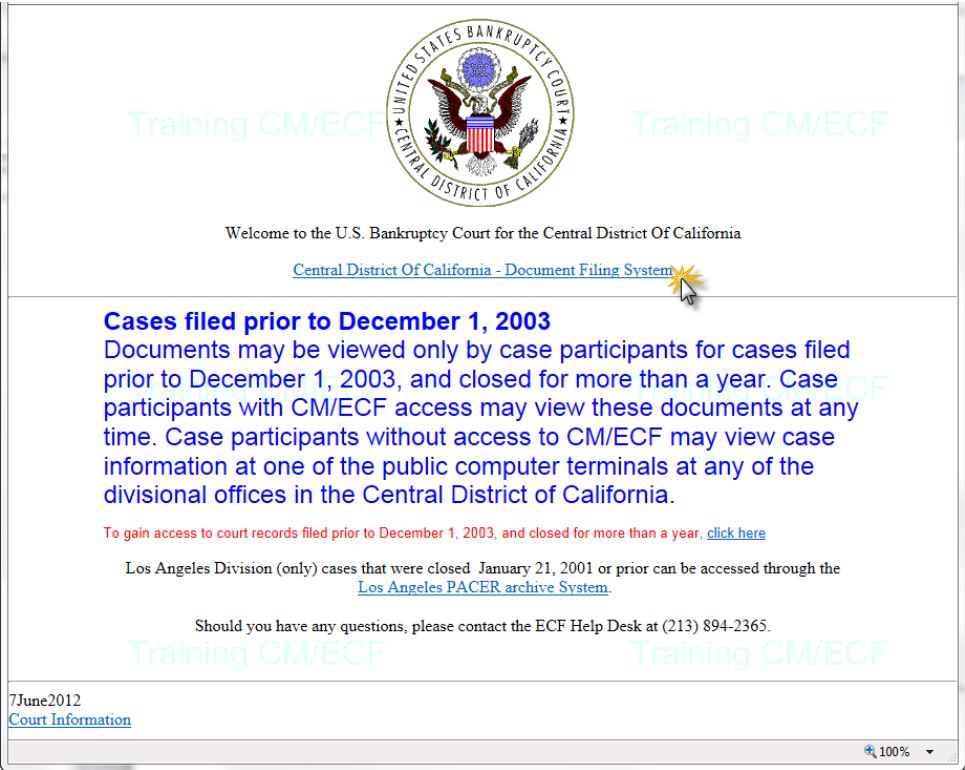
Step	Action – Bankruptcy Case Docket
16	<p>In the applicable text boxes enter:</p> <ul style="list-style-type: none"> a) Hearing date information (mm/dd/yy) b) Title of the matter being heard (e.g. Motion for Relief from Automatic Stay, etc.) c) Transcriber company name d) Transcriber company phone number e) Click Next. 
17	<p>Accept the system default date for the <i>Notice of Intent to Request Redaction Due Date</i>. Do not alter it! Click Next.</p> 

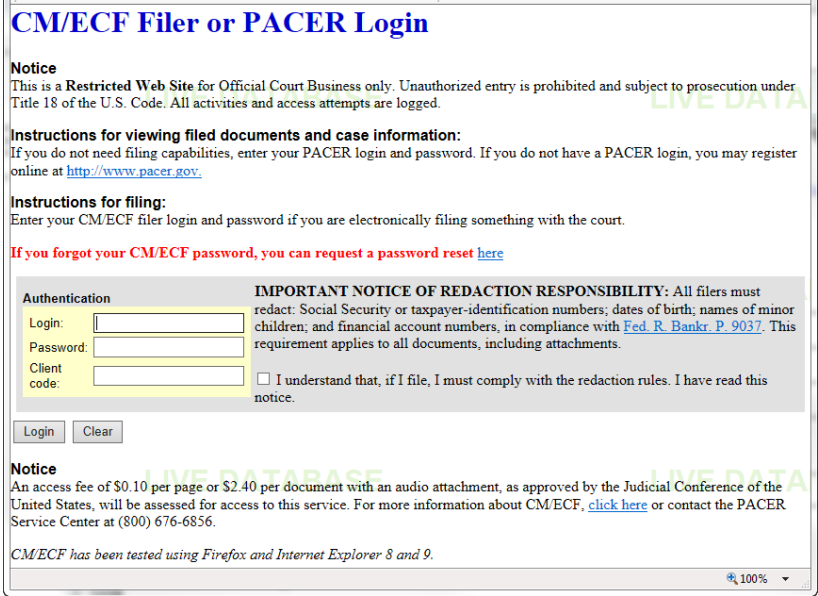

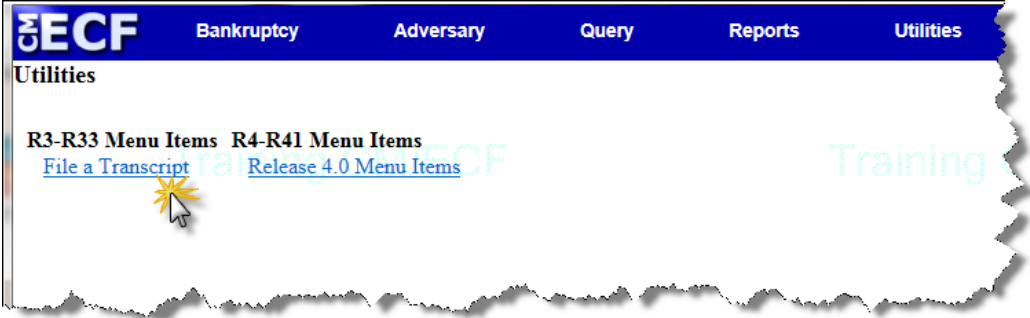
Step	Action – Bankruptcy Case Docket
18	<p>Click Next to continue.</p> 
19	<p>The Docket Text: Final Text displays the selected text event. Review it carefully for accuracy before you commit the text to the docket.</p> 
NOTE	<p>If you realize at this point that you have made a typo, entered the incorrect hearing date, selected the wrong case number or docket event or uploaded the wrong PDF, select Utilities from the blue Main Menu bar and start the process again at step 4.</p>
20	<p>If the Final Text is correct, to submit this transaction, click Next.</p> 

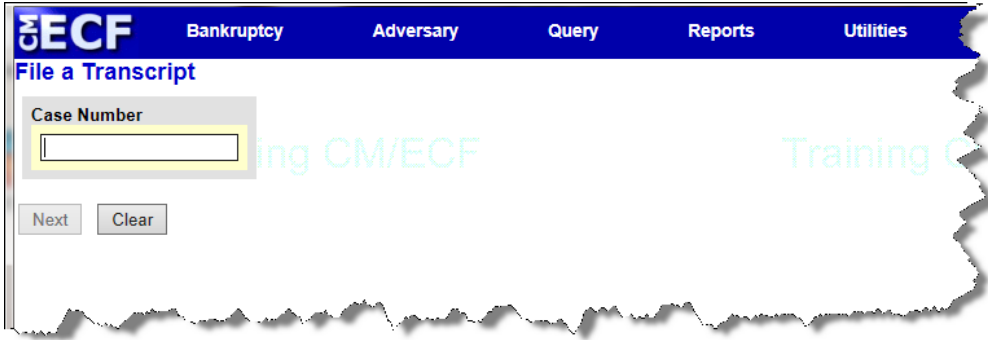


Step	Action – Bankruptcy Case Docket
21	<p>The <i>Notice of Electronic Filing</i> (NEF) is automatically generated and will display. Included in this notice are the date and time the document was filed, the case number and document number issued and electronic service information.</p> <p>Print this notice or save it in your computer for future reference.</p>  <p>The screenshot displays the ECF system interface with a blue header bar containing navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Manual, Search, and Logout. The main content area is titled 'Notice of Electronic Filing' and contains the following text:</p> <p>The following transaction was received from Testing, Transcriber entered on 10/15/2008 at 1:46 PM PDT and filed on 10/15/2008</p> <p>Case Name: Mary Ogier Matlin Case Number: 1:08-bk-10029 Document Number: 3</p> <p>Docket Text: Transcript regarding Hearing Held 7/18/08 RE: Motion for Relief. Remote electronic access to the transcript is restricted until 01/13/2009. The transcript may be viewed at the Bankruptcy Court Clerk's Office. [For transcriber contact information, call the applicable divisional office where the case was filed]. Notice of Intent to Request Redaction Deadline Due By 10/22/2008. Redaction Request Due By 11/5/2008. Redacted Transcript Submission Due By 11/17/2008. Transcript access will be restricted through 01/13/2009. (Testing, Transcriber)</p> <p>The following document(s) are associated with this transaction:</p> <p>Document description:Main Document Original filename:E:\ATTY TRAINING MATERIALS\ATRaining PDF\Proof of Claim.pdf Electronic document Stamp: [STAMP bkccfStamp_ID=1106918562 [Date=10/15/2008] [FileNumber=192266-0]] [bca9334784537380895a3bf6b284230147c3efde102eb060eebdf3f7a54e6ff33e0 a345a0e7abd0c979798e1de7d084c9104e0c0ac55ac7f56713fc1cfac2d56]]</p> <p>1:08-bk-10029 Notice will be electronically mailed to: Duane Kumagai</p> <p>1:08-bk-10029 Notice will not be electronically mailed to:</p>


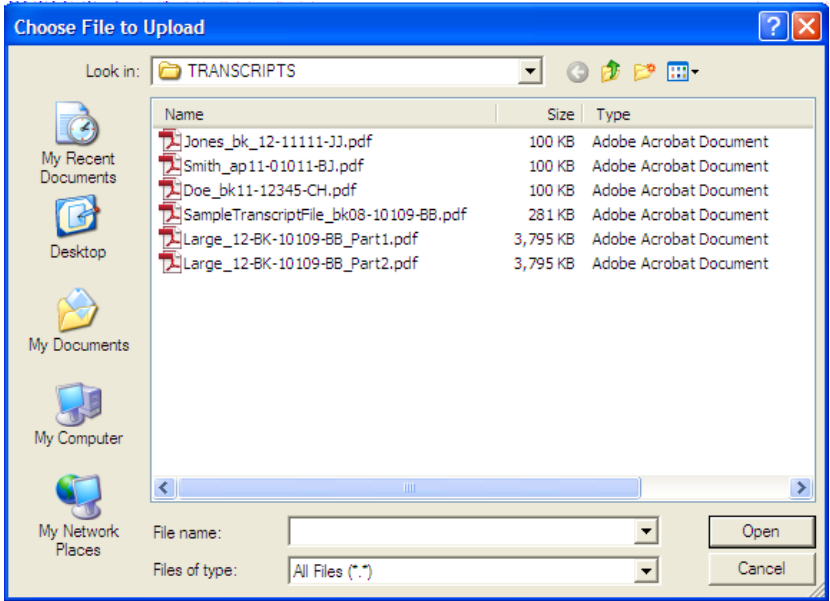
9.3.2. Adversary Proceeding Case Docket Procedures



NOTE: Your Transcript title page must be double-captioned and include the main bankruptcy case number as well as the adversary proceeding number (see *Transcript Formatting Standards*).



Step	Action – Adversary Proceeding Case Docket
1	<p data-bbox="334 468 1044 533">To access the URL address for LIVE environment: https://ecf.cacb.uscourts.gov.</p> <p data-bbox="334 564 1013 630">To access the URL address for TRAIN environment: https://ecf-train.cacb.uscourts.gov</p> <div data-bbox="414 648 1373 1413"></div>

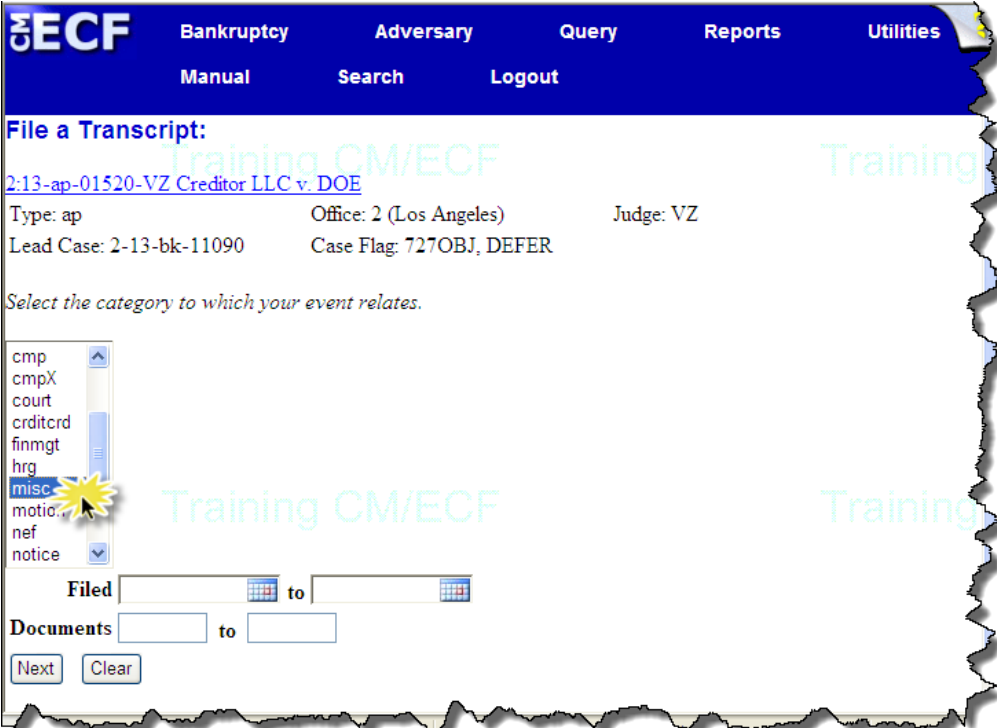
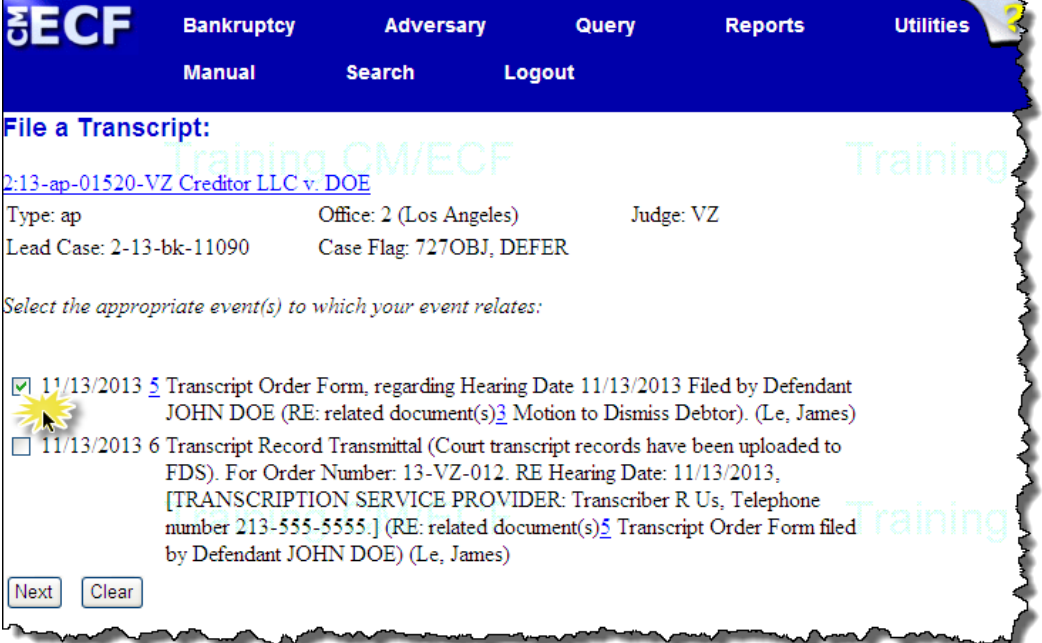
Step	Action – Adversary Proceeding Case Docket
2	<p>Login onto the LIVE CM/ECF system using the Court assigned LIVE login and password.</p> 
3	<p>Click Utilities.</p> 
4	<p>Click File a Transcript.</p> 

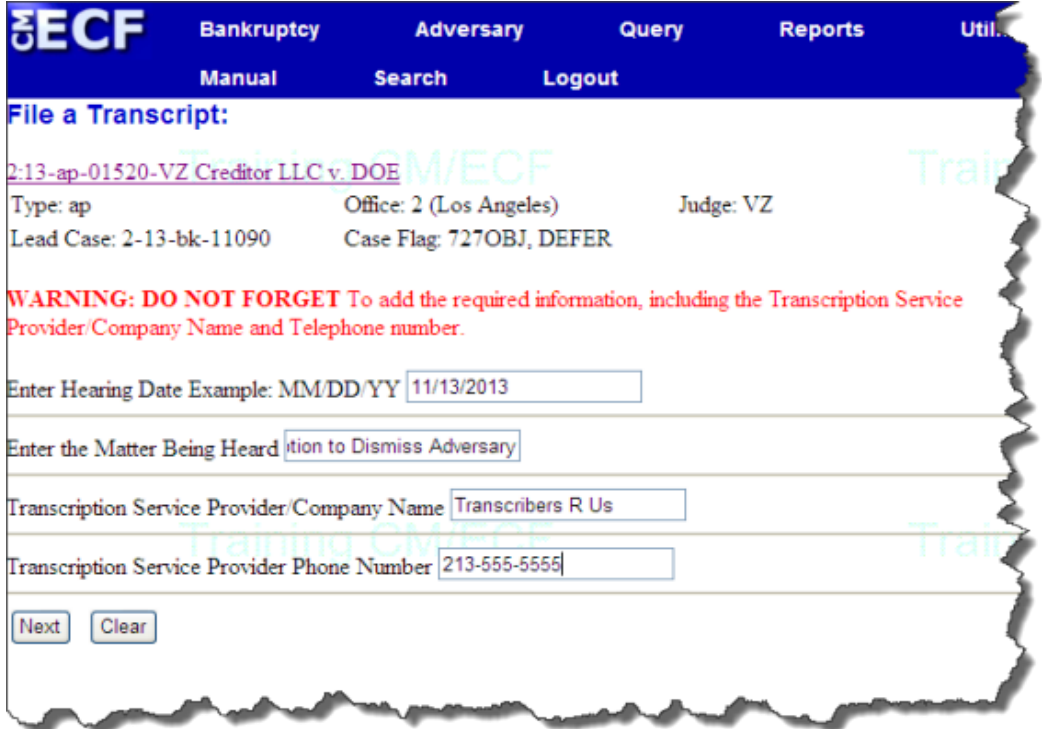
Step	Action – Adversary Proceeding Case Docket
5	<p>Enter the adversary case number.</p> 
6	<p>Each division uses the same series of case numbers. Therefore, if the system locates a particular case number in more than one divisional office, you will be provided a list of cases. Check for the correct case name and select the applicable case number.</p> 
NOTE	<p>Double check the case name and case number. Make sure you are filing the transcript onto the correct case docket.</p>
7	<p>Click Next.</p>
8	<p>Under <i>Available Events</i>, select the Transcript event and click Next.</p> 

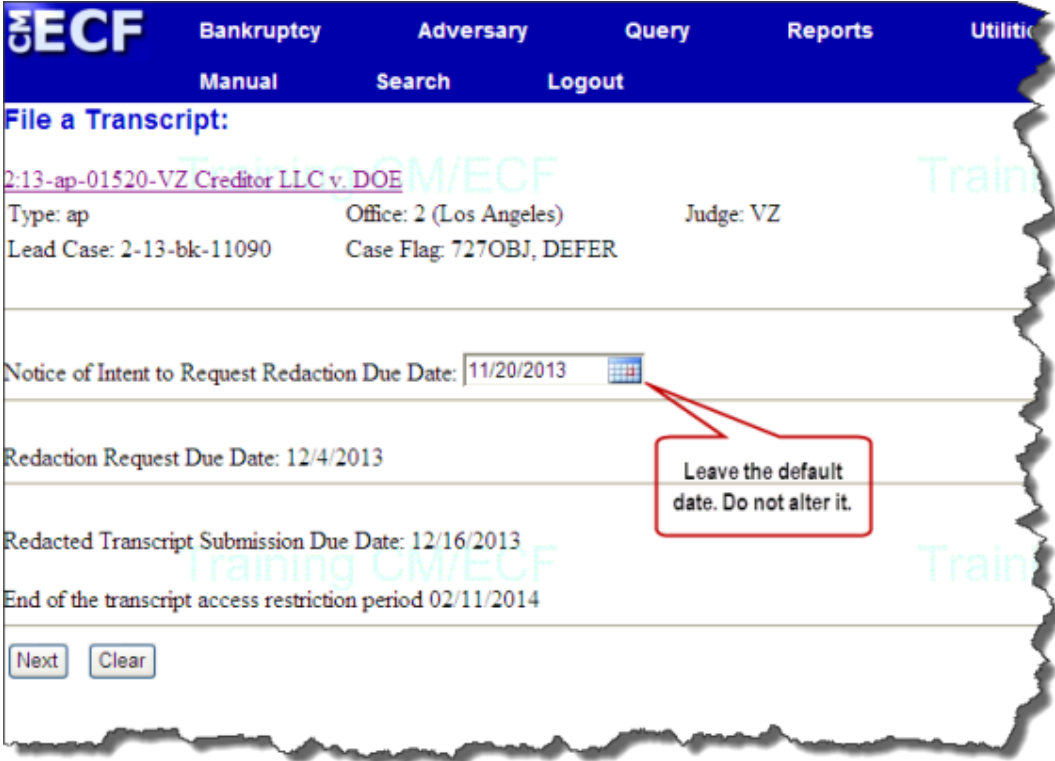
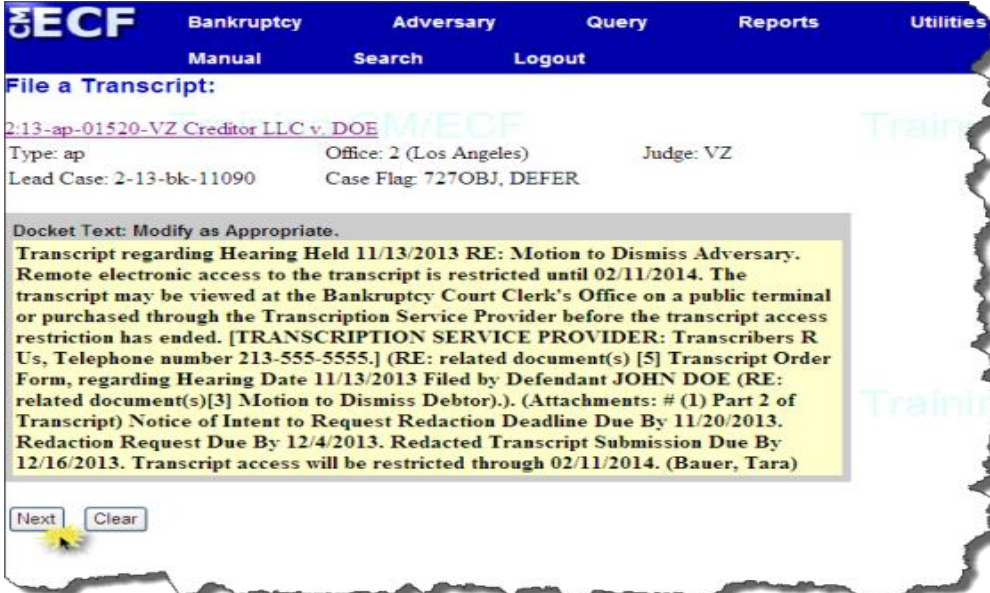
Step	Action – Adversary Proceeding Case Docket
9	<p>Click Browse to upload the PDF of the transcript.</p> 
10	<p>The system will automatically launch the Choose File to Upload dialog box. Navigate to your computer drive folder to choose the desired PDF file.</p> <ol style="list-style-type: none"> Check the file size. It cannot exceed 5MB (see NOTE below). Right-click on the document file name and click Open to preview it. This will ensure you are uploading the correct file. To upload the file, in the lower right corner of the Choose File to Upload dialog box, click Open. 


Step	Action – Adversary Proceeding Case Docket
NOTE	<p>The maximum file size that can be uploaded is 5 megabytes or 5MB. If the PDF file exceeds 5MB, break up the transcript into more than one PDF file before continuing. You may upload up to 5 attachments.</p>
11	<p>Once the file is loaded into the <i>Filename</i> box, either:</p> <ol style="list-style-type: none"> If there is one PDF file (file size must not exceed 5MB): <ol style="list-style-type: none"> For <i>Attachments to Document</i>, accept the No default. Click Next.  <p style="text-align: center;">OR</p>
11 (Cont.)	<ol style="list-style-type: none"> If the transcript was broken up into multiple files (because one file would have exceeded 5MB): <ol style="list-style-type: none"> For <i>Attachments to Document</i>, select Yes. Click Next. Follow the prompts. Click Add to List When finished attaching files, click Next. 

Step	Action – Adversary Proceeding Case Docket
12	<p>Take this opportunity to review the document you are filing. Notice there is a warning message:</p> <p><i>“WARNING: Do Not Use This Event For Filing a Redacted Transcript”</i> is displayed when using the Transcript event code.</p> <p>If the document you are filing is a Redacted Transcript - STOP! You are using the incorrect event code. From the blue Main Menu bar, click Utilities to start the process over and select the correct event code.</p> <p>Otherwise, click Next to continue.</p>  <p>The screenshot shows the ECF interface with a blue header bar containing 'Bankruptcy', 'Adversary', 'Query', 'Reports', and 'Utilities'. Below the header, the title 'File a Transcript:' is displayed. The case information includes '2-13-ap-01520-VZ Creditor LLC v. DOE', 'Type: ap', 'Office: 2 (Los Angeles)', 'Judge: VZ', 'Lead Case: 2-13-bk-11090', and 'Case Flag: 727OBJ, DEFER'. A red warning message is displayed: 'WARNING: Do Not Use This Event For Filing a Redacted Transcript'. At the bottom of the form, there are 'Next' and 'Clear' buttons.</p>
13	<p>Check <i>Refer to existing event(s)</i> and click Next.</p>  <p>This screenshot is similar to the previous one, but the checkbox labeled 'Refer to existing event(s)?' is now checked. A yellow mouse cursor is pointing at the 'Next' button.</p>

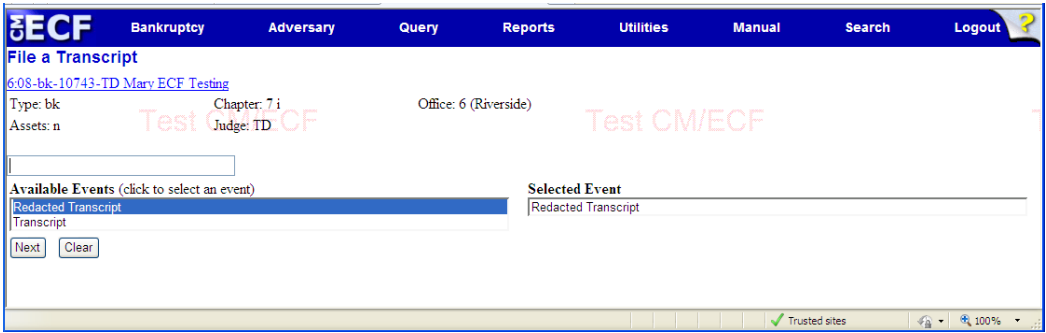

Step	Action – Adversary Proceeding Case Docket
14	<p>Select misc and click Next.</p> 
15	<p>Check the box next to the related Transcript Order Form and click Next.</p> 
NOTE	<p>If there is no related Transcript Order Form, click the back button to repeat step 13 and uncheck “Refer to existing event(s)” in order to bypass steps 14 and 15.</p>

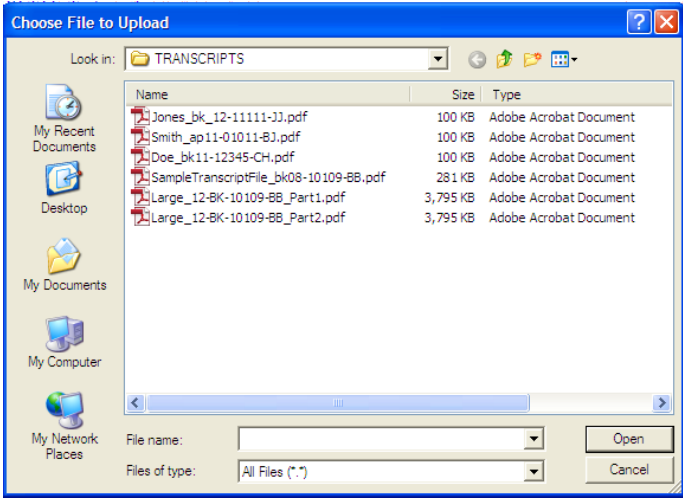
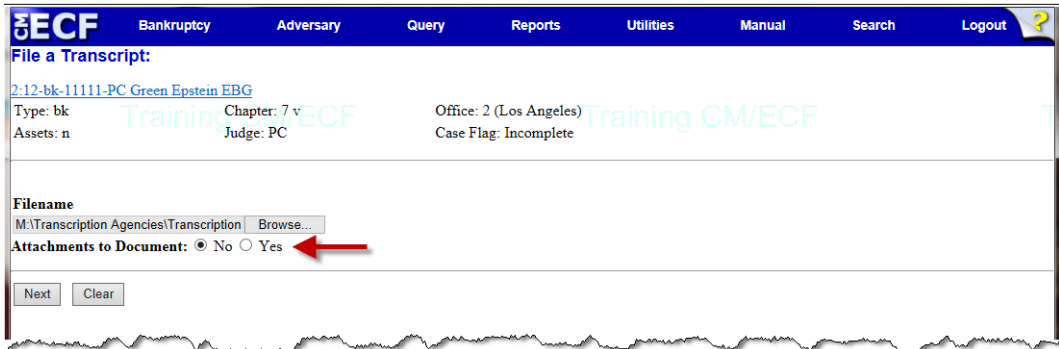
Step	Action – Adversary Proceeding Case Docket
16	<p>In the applicable text boxes enter:</p> <ol style="list-style-type: none"> Hearing date information (mm/dd/yy) Title of the matter being heard (e.g. Motion for Relief from Automatic Stay, etc.) Transcriber company name Transcriber company phone number Click Next. 

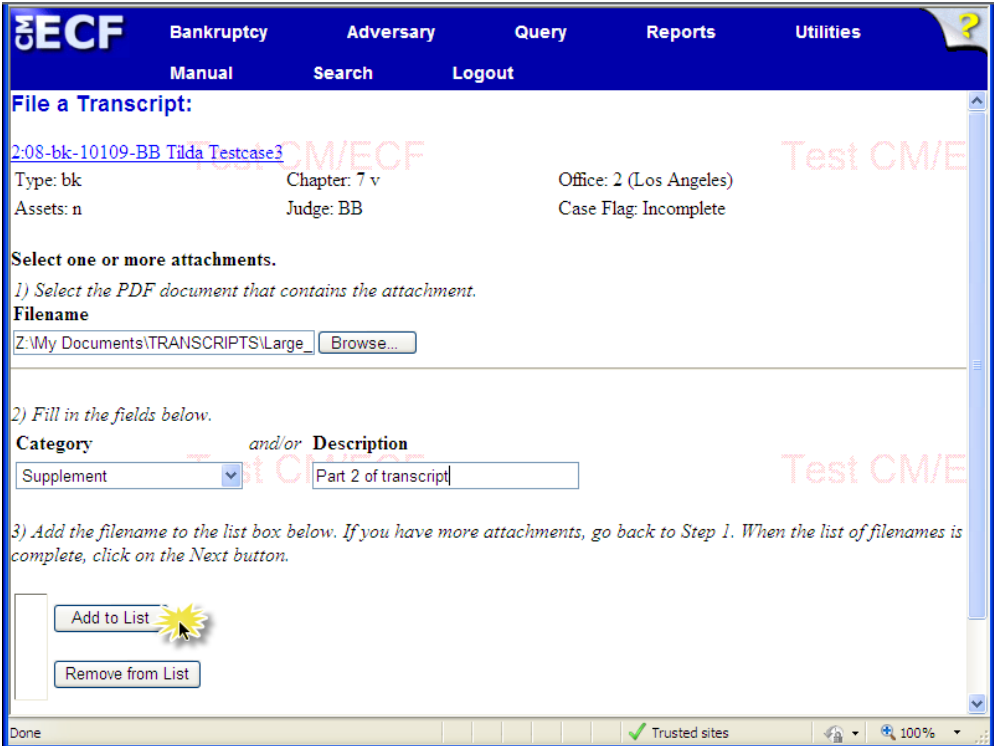

Step	Action – Adversary Proceeding Case Docket
17	<p>Accept the system default date for the <i>Notice of Intent to Request Redaction Due Date</i>. Do not alter it! Click Next.</p> 
18	<p>The Docket Text: Final Text displays the selected text event. Review it carefully for accuracy before you commit the text to the docket.</p> 
19	Click Next .


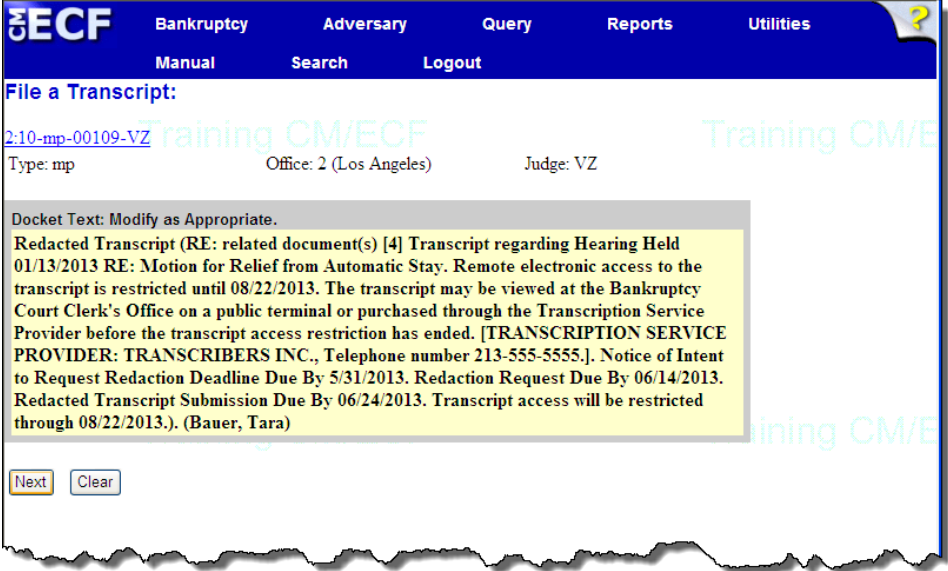
Step	Action – Adversary Proceeding Case Docket
NOTE	If you realize at this point that you have made a typo, entered the incorrect hearing date, selected the wrong case number or docket event or uploaded the wrong PDF, select Utilities from the blue Main Menu bar and start the process again at step 4.
20	If the Final Text is correct, to submit this transaction, click Next .
21	<p>The <i>Notice of Electronic Filing</i> (NEF) is automatically generated and will display. Included in this notice are the date and time the document was filed, the case number and document number issued and electronic service information.</p> <p>Print this notice or save it in your computer for future reference.</p>  <p>The screenshot displays the ECF system's 'Notice of Electronic Filing' page. At the top, there's a navigation bar with links for Bankruptcy, Adversary, Query, Reports, and Utilities, along with Manual, Search, and Logout options. The main heading is 'Central District Of California'. The notice text states: 'The following transaction was received from Bauer, Tara entered on 11/13/2013 at 2:54 PM PST and filed on 11/13/2013'. It lists the Case Name as 'Creditor LLC v. DOE', Case Number as '2:13-ap-01520-VZ', and Document Number as '7'. The 'Docket Text' section provides details about a transcript regarding a hearing held on 11/13/2013, mentioning a restriction on access until 02/11/2014. It also lists associated documents, including a main document and a transcript part 2, both with their respective electronic document stamps.</p>


9.3.3. Redacted Transcript Procedures

Step	Action – Redacted Transcript
1 to 7	Steps are the same as for the either Main Bankruptcy Case or Adversary Proceeding procedures.
8	<p>Under <i>Available Events</i>, select the Redacted Transcript event and click Next.</p> 
9	<p>Click Browse to upload the PDF of the transcript.</p> 

Step	Action – Redacted Transcript
10	<p>The system will automatically launch the Choose File to Upload dialog box. Navigate to your computer drive folder to choose the desired PDF file.</p> <ol style="list-style-type: none"> Check the file size. It cannot exceed 5MB (see NOTE below). Right-click on the document file name and click Open to preview it. This will ensure you are uploading the correct file. To upload the file, in the lower right corner of the Choose File to Upload dialog box, click Open. 
11	<p>Once the file is loaded into the <i>Filename</i> box, either:</p> <ol style="list-style-type: none"> If there is one PDF file (file size must not exceed 5MB): <ol style="list-style-type: none"> For <i>Attachments to Document</i>, accept the No default. Click Next.  <p>OR</p>

Step	Action – Redacted Transcript
<p>11 (cont'd)</p>	<p>b) If the transcript was broken up into multiple files (because one file would have exceeded 5MB):</p> <ol style="list-style-type: none"> 1) For <i>Attachments to Document</i>, select Yes. 2) Click Next. 3) Follow the prompts. 4) Click Add to List 
<p>12</p>	<p>When finished attaching files, click Next.</p> 

Step	Action – Redacted Transcript
13	<p>Under “<i>Select the appropriate event(s) to which your event relates,</i>” click the box next to the related transcript for which you are now filing a redacted version and click Next.</p> 
14	<p>The Docket Text: Final Text displays the selected text event. Review it carefully for accuracy before you commit the text to the docket.</p> 

Step	Action – Redacted Transcript
NOTE	If you realize at this point that you have made a typo, entered the incorrect hearing date, selected the wrong case number or docket event or uploaded the wrong PDF, select Utilities from the blue Main Menu bar and start the process again at step 4.
15	If the Final Text is correct, to submit this transaction, click Next .
16	<p>The <i>Notice of Electronic Filing</i> (NEF) is automatically generated and will display. Included in this notice are the date and time the document was filed, the case number and document number issued and electronic service information.</p> <p>Print this notice or save it in your computer for future reference.</p> 

9.3.4. Correcting Errors

If after filing a document you realize that an error has been made, contact the ECF Help Desk immediately at:

- Phone: (213) 894-2365, or
- Email: ECF_support@cacb.uscourts.gov
- Hours: Monday through Friday, 9:00 a.m. to 4:00 p.m

Although the CM/ECF system is available for your convenience 24 hours/7 days per week, the Clerk's Office staff are only available from 9:00 a.m. to 4:00 p.m., Monday through Friday, to assist you.

By notifying the ECF Help Desk timely, the Clerk's Office can ensure that any and all corrections are made timely. However, docket entries cannot be deleted. The Court will inform you of any corrective action to be taken on your behalf.

10. MONITORING FILED TRANSCRIPTS

10.1. Deadlines

There are four deadlines in the CM/ECF system for monitoring filed transcripts. In order to meet these strict deadlines, transcribers are required to file **Transcripts** and **Redacted Transcripts** electronically.

Deadline	Number of Days From Transcript Filing
Notice of Intent to Request Redaction	7
Redaction Request	21
Redacted Transcript Submission	31
Release Transcript	90

- Seven (7) days after the transcript is filed, the attorney or pro se party may file a *Notice of Intent to Request Redaction* of the transcript.
- Twenty-one (21) days after the *Notice of Intent to Request Redaction* is filed, the attorney or pro se party may file a Redaction Request.
- The transcriber shall file the Redacted Transcript within thirty-one (31) days of the filing of the transcript.

10.2. Responsibility of Attorneys and Transcribers

Both attorneys and transcribers are responsible for adhering to the four deadlines in the CM/ECF system for monitoring transcripts (listed above).

A. It is the filer's responsibility to:

- 1) Notify the transcriber of the Redaction Request; and
- 2) Provide the transcriber with the items to be redacted.

NOTE: Beginning May 1, 2013, Transcriber company name and phone number will be part of the transcript docket entry text.

Beginning July 1, 2013, Transcriber contact information will be posted at www.cacb.uscourts.gov/Transcripts.)

- B. The following table lists the **Event**, the responsible party **Filer** and the **Deadlines** within which the documents need to be filed with the court.

Event	Filer	Deadlines
Transcript	Transcriber	PDF restricted to court and public terminal viewing for 90 days
Notice of Intent to Request Redaction	Attorney or Pro Se Party	Must be filed no later than 7 days after the filing of transcript
Redaction Request	Attorney or Pro Se Party	Must be filed within 21 days of the filing of the transcript after filing the notice of the intent to request redaction. PDF of the transcript is restricted to the court and public viewing terminals
Redacted Transcript	Transcriber	Must be filed within 31 days after the filing of the transcript. PDF restricted to the court and public viewing terminals for 90 days

10.3. Redaction Requests - What is Allowed

Federal Rule of Bankruptcy Procedure 9037(a) dictates the following redactions in transcripts of federal court hearings unless the Court orders otherwise:

Item to be Partially Redacted	What is Allowed
▪ SSN or Taxpayer ID:	Last 4 digits
▪ Minor's names:	Minor's initials
▪ Dates of Birth:	Year of birth
▪ Financial Account Numbers:	Last 4 digits

Requests for redaction of additional items not listed above must be made by filing a motion. If granted, a copy of the order, or list of additional items to be redacted, will be forwarded by the requesting party to the transcriber to make the necessary redactions to the transcript.

11. RESTRICTED TRANSCRIPTS

11.1. Access to Restricted Transcripts

Once filed, access to the transcript is automatically restricted and cannot be viewed except at the Court's public computer terminals and by court staff for 90 days. The 90 day restriction is intended to preserve:

- Privacy
- Opportunity for redaction

Attorneys or pro se parties are responsible for reviewing the transcript and requesting applicable redactions.

If no redacted transcript is filed, restriction of the original transcript will be lifted after the 90 days.

If a redacted transcript is filed:

- The original transcript will remain restricted.
- Only the restriction placed on the redacted version of the transcript will be lifted after 90 days.

11.2. Notifying the Court of a Purchased Copy of a Restricted Transcript

Attorneys and appellate judges who purchase a copy of the transcript during the 90-day restriction period will be given remote electronic access to the transcript and any redacted version filed with the Court.

Members of the general public, including pro se parties who purchased the transcript, will not be given electronic access to the transcript and any redacted version filed with the Court during the 90-day period. (It will only be viewable at the Court's public terminals.)

The transcriber will notify the Court (via email) of the purchase of a copy of a filed transcript during the 90-day restriction period so that the purchaser may also be given electronic access to the transcript on the docket. The email to the Court must contain:

- Case name
- Case number
- Full name of the person purchasing the transcript copy
- Confirmation by transcriber of receipt of payment for the transcript copy

Email the division where the case is pending. Below is a list of email addresses and contact information for the divisions

Division Code	Division	Email Address To:	Copy of Email – cc:	Phone No.
1	San Fernando Valley	SV_NtcDocActivity@cacb.uscourts.gov	TranscriptsSV@cacb.uscourts.gov	855-460-9641
2	Los Angeles	LA_NtcDocActivity@cacb.uscourts.gov	TranscriptsLA@cacb.uscourts.gov	855-460-9641
6	Riverside	RS_NtcDocActivity@cacb.uscourts.gov	TranscriptsRS@cacb.uscourts.gov	855-460-9641
8	Santa Ana	SA_NtcDocActivity@cacb.uscourts.gov	TranscriptsSA@cacb.uscourts.gov	855-460-9641
9	Northern	ND_NtcDocActivity@cacb.uscourts.gov	TranscriptsND@cacb.uscourts.gov	855-460-9641

12. CONTACTING THE ECF HELP DESK

- Phone: (213) 894-2365,
- Email: ECF_support@cacb.uscourts.gov
- Hours: Monday through Friday, 9:00 a.m. to 4:00 p.m.